

## **Responsibilities of the Pastor Nominating Committee Liaison**

PNC Liaison appointed by the chair of the Churches Seeking Pastors Sub-committee shall:

- 1) meet with the Pastor Nominating Committee to assist in its organization.
- 2) conduct or arrange for training for Pastor Nominating Committee: Review of process, definition of terms, understanding the Church Information Form, Personal Information Forms (Dossiers), and help on interview process.
- 3) assist Pastor Nominating Committee in developing the Church Information Form, including Basic Data and Congregational survey
- 4) Pastor Nominating Committee Liaison is a co-opted member of the Churches Seeking Pastors Sub-committee of the Committee on Ministry and is expected to report monthly to the CSP chair.
- 5) facilitate communication with the session, interim pastor, congregation, and Churches Seeking Pastors Sub-committee/Committee on Ministry moving the process forward in a timely fashion.
- 6) Pastor Nominating Committee Liaison will assure that presbytery's policy on equal opportunity and General Assembly's EEOC requirement are presented to the PNC, agreed to by the PNC, and upon completion of the search process reported to COM in detail on the appropriate GA form.
- 7) assist with reference checks as needed.
- 8) inform Pastor Nominating Committee and candidates about requirement for police and child welfare records screenings. These must both be in COM's hand BEFORE the second interview.
- 9) meet with each candidate brought to town and request interviews with members of the Churches Seeking Pastors and Credentials subcommittees
  - a) Interview #1
 

In preparation for interview #1, the PNC Liaison will see that the following documentation is provided to COM:

    - 1) copy of the Church Information Form
    - 2) copy of Personnel Information Form with signature on sexual misconduct page;
    - 3) personal statement of faith -- (no more than two pages double spaced or one page single spaced) - subject areas to be mentioned are: triune God, person and work of Jesus Christ, authority of Scripture, nature of church - connectional community of faith; worship/Sacraments, and descriptions of growth in faith; and
    - 4) one page biography.

This first interview will help to determine the fit between the candidate and the particular congregation, as well as provide an opportunity for the candidate to explore, with the team, any questions related to the congregation. The above noted documents will be discussed with the candidate, along with the Church Information Form. The team will determine if it is, or is not, advisable for the PNC to continue to pursue the candidate and will provide this information to the PNC. If the team has questions and concerns about the candidate and does not recommend that the PNC continue, the PNC may choose to continue nevertheless, but will do so with the awareness that the team and COM will not make a recommendation.

- 10) Interview #2 and #3  
When “THE” candidate has been selected, the PNC Liaison shall request a detailed examination (interview #2) by COM’s Credentials Sub-committee and Churches Seeking Pastors Sub-committee and a brief examination (interview #3) by the full Committee on Ministry through chair of Credentials Sub-committee
- 11) the Liaison will see that the following documentation is provided to COM prior to interview #2 for distribution to the sub-committee prior to the arranged interview:
  - a) copy of Personnel Information Form with signature on sexual misconduct page;
  - b) personal statement of faith – possibly edited after interview #1 -- (no more than two pages double spaced or one page single spaced) - subject areas to be mentioned are: triune God, person and work of Jesus Christ, authority of Scripture, nature of church - connectional community of faith; worship/Sacraments, and descriptions of growth in faith;
  - c) copy of GA call form with terms of call (four original copies shall be provided to stated clerk after the congregation or session has acted);
  - d) signature page (attachment A) from the Sexual Misconduct Policy of the Presbytery of Carlisle that was previously given to the candidate;
  - e) original documents showing the results of police and child welfare records screenings from state of residence (Approval to candidate will NOT be granted until all these documents are received and reviewed by COM);
  - f) report of the steps of implementation of equal employment opportunity with accompanying statistics submitted on the appropriate GA form.
- 12) candidates seeking ordination, will also be examined by the presbytery (at a stated or called meeting), in addition to the Committee on Ministry prior to being permitted to move to the field and begin ministry.
- 13) help with arrangements at time of Candidating - introduction to congregation. Help negotiate terms if necessary. Get moderator for congregational meeting. Call forms with instruction sheet are available online at [www.carlislepy.org](http://www.carlislepy.org) or from the presbytery office. Return four original signed forms to presbytery’s stated clerk.
- 14) submit installation plans to Churches Seeking Pastors Sub-committee of the Committee on Ministry and be actively involved in planning the installation service.

- 15) after the new pastor is installed, act as sponsor in the presbytery and inform the new pastor of the need to do a mission study within their first two years.
- 16) Pastor Nominating Committee Liaison evaluates the process of this search and shares these comments with the chair of COM's Churches Seeking Pastors Sub-committee.
- 17) the Pastor Nominating Committee Liaison receives the gratitude of the Committee on Ministry and Presbytery for his or her service.

### **Resources to the Pastor Nominating Committee Liaison**

As a Church Liaison you will be provided with the following:

- 1) Full support from the Committee on Ministry as represented by the Churches Seeking Pastors Subcommittee.
- 2) Resource Packet (some resources are available online) including:
  - a) *Responsibilities of the Pastor Nominating Committee Liaison*
  - b) \* *Guidelines for Receiving a Candidate*
  - c) \* *Guidelines for Receiving an Ordained Minister*
  - d) Vacancy Checklist (2 copies – 1 for PNC Chair)
  - e) EEOC Report Sheet
  - f) Churchwide Personnel Services' *On Calling a Pastor* (1 for each member of the PNC)
  - g) *Searching for a Pastor the Presbyterian Way* by Dean Foote
  - h) Mileage Vouchers
  - i) \* Mission Study Resource List
  - j) Forms: Sexual Misconduct, Calling a Pastor, Installation/Ordination Commission, Service Guidelines

\* These resources are not yet available.